

# Retention and Classification Report

**Agency:** College of Southern Utah (1137)

Southern Utah University  
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Cedar City, UT 84720  
435-586-7645

**Records Officer** Pat Gardner

02880	* Audit reports
07063	Class registration add and drop cards
81548	General catalog and record of credits
80099	Permanent academic records
02879	Publications

**AGENCY:** Southern Utah University

**SERIES:** 2880

3

**TITLE:** Audit reports

**DATES:** 1961-1962.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These are copies of the state auditors reports.

**RETENTION:**

Retain administrative need.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 05/10/2010

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative need ends and then destroy.

**APPRAISAL:**

Administrative Fiscal Historical

Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

**AGENCY:** Southern Utah University

**SERIES:** 2880

**TITLE:** Audit reports

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Southern Utah University

**SERIES:** 7063

3

**TITLE:** Class registration add and drop cards

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

Files which document student enrollment, registration, and participation in course work and other academic activities at any of Utah's institutions of higher education.

**RETENTION:**

Retain 5 years after graduation or withdrawal.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 8, Item 10.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after graduation or withdrawal and then destroy.

Microfilm master: Retain in State Records Center for 5 years and then destroy.

Microfilm duplicate: Retain in Office for 5 years and then destroy.

**AGENCY:** Southern Utah University

**SERIES:** 7063

**TITLE:** Class registration add and drop cards

(continued)

**APPRAISAL:**

Administrative

These records have limited administrative value.

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Southern Utah University

**SERIES:** 81548

3

**TITLE:** General catalog and record of credits

**DATES:** undated

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

**AUTHORIZED:** 03/16/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Records Center permanently.

**APPRAISAL:**

**AGENCY:** Southern Utah University

**SERIES:** 81548

**TITLE:** General catalog and record of credits

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Southern Utah University

**SERIES:** 80099

3

**TITLE:** Permanent academic records

**DATES:** 1960-

**ARRANGEMENT:** alphabetical by student's name

**DESCRIPTION:**

Official documents which lists the courses attempted, grades, credits earned, and status achieved by a student.

**RETENTION:**

Retain until microfilmed.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 8, Item 1.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**



**AGENCY:** Southern Utah University

**SERIES:** 80099

**TITLE:** Permanent academic records

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Southern Utah University

**SERIES:** 2879

3

**TITLE:** Publications

**DATES:** 1940-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

This series contains publications created by the College.

1972 proposals for new teacher education programs at Southern Utah State College.

Industrial Arts for Elementary Teachers.

Health education minor.

1974 Southern Utah State College Conference brochure.

**RETENTION:**

Retain permanent.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 05/10/2010

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Records Center until reviewed and then transfer to Southern Utah University.

Microfiche master: For records beginning in 1972 through 1974. Retain in State Archives permanently with authority to weed.

Microfiche duplicate: For records beginning in 1972 through 1974. Retain in State Archives permanently with authority to weed.

**AGENCY:** Southern Utah University

**SERIES:** 2879

**TITLE:** Publications

(continued)

**APPRAISAL:**

Administrative Fiscal Historical

Publications document agency history and functions. They have ongoing research value.

**PRIMARY CLASSIFICATION:**

Public